

**WATERTOWN HOUSING PARTNERSHIP  
Meeting Minutes**

**Tuesday, September 18, 2012 at 10:00 am  
3<sup>rd</sup> Floor Conference Room**

**Attendees:**

Alex Liazos, Member  
David Leon, Member  
Paul Menton, Member  
Fred Reynolds, Chair

Anita Shishmanian, Member  
Steve Magoon, DCDP  
Danielle Evans, DCDP  
Jennifer Van Campen, MetroWestCD

**I. Approval of Meeting Minutes**

Anita Shishmanian made a motion to approve the August meeting minutes. Alex Liazos seconded the motion. The motion passed 3-0.

**II. Mount Auburn Village (former Baptist Church)**

Prior to the meeting, Ken Leitner asked for a continuance to the October meeting. Danielle Evans passed around a spreadsheet that shows the calculation of the cash payment using the same methodology as was used for Bell Tower Place. The cash payment amount for a 2.71 bedroom unit is equal to \$165, 450. Since they have already made a payment of \$125,000, the balance due is \$40,450.

**III. Bell Tower Place**

Danielle Evans updated the WHP that unit #4 is under agreement. Steve Magoon will call Karnig to see where they are at with the cash payment as the Certificate of Occupancy for unit #4 has been rescinded. David Leon recommended that he also send an email so that there is a paper trail. There was discussion of whether the unit could be sold without a CO. Fred Reynolds noted that he didn't see how that would be possible.

**IV. Other Business**

***A. Affordable Housing Monitoring***

Jennifer Van Campen (MWCD) distributed the proposal for monitoring services of some of the affordable units in Town. The Town has agreed to take on the responsibility to monitor the 58 ownership units, which entails sending out a letter for the owners to return certifying that they live there as their principal residence. The owners are also asked to provide information regarding their homeowner's insurance as well as past or future refinancing plans.

MWCD would take over responsibility for monitoring the rental units, which require more in depth review. MWCD would review the tenant files for income eligibility, review the rent calculations, review the lease provisions, and make sure that the units are in good shape. For the

larger projects with units that have other subsidies, MWCD would verify that there aren't any outstanding issues or violations.

Danielle reiterated that it's important to keep tabs on the non-HOME assisted units to make sure that eligible people are living in them and that the properties are in compliance.

Paul Menton made a motion to allocate \$1,350 of Affordable Housing Development Funds to MWCD to perform the monitor services for the next year. David Leon seconded the motion. The motion passed 4-0 with Alex Liazos abstaining as he sits on the board of MWCD.

***B. Alex Liazos resignation***

Alex Liazos announced his resignation from the WHP as he is moving out of Town. He will remain on the board of MWCD as it services Waltham.

**V. Adjourn**

Alex Liazos made a motion to adjourn. Paul Menton seconded the motion. The WHP voted 5-0 to adjourn. The next meeting will be on October 16th at 6pm.